



## **FBV0 – View, Post, Park, and Delete**

- 1) To view, select display mode from menu bar: Document > Display.
  - 2) If known, enter the parked document number and skip to step 5.
  - 3) If the document number is unknown, click the Document list button.  
Type the Business Area and Document type. To narrow down the selection, type user name in the “Entered by” box. Execute. A list of documents entered by that user will be displayed.
  - 4) To view an invoice, double-click document number.
  - 5) Double-click individual line items to view details. Document cannot be changed from this view.
  - 6) To post a document, select post mode from menu bar: Document > Post/Delete.
  - 7) If known, enter the parked document number and skip to step 10.
  - 8) If unknown, click the document list button and follow the search directions in step 4.
  - 9) Select the document(s) to be posted by clicking on the selection box to the left of each document and highlighting the line. Selected documents will be highlighted in yellow.
  - 10) Click the post icon. AASIS will return a message that the document was posted.
  - 11) To Delete, double click on the item to be deleted. The document will be displayed.
  - 12) Select Document > Delete from the menu bar.
  - 13) Click Yes when the warning message pops up.
  - 14) AASIS will return a message that the document was deleted.
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- Note: Documents parked using FBV1, FB01, and ZFBR2 must be deleted by users with posting authorization. Documents parked using FB60, FB70, FB65 and FB75 must be deleted by users with park/change authorization.